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2 August 1982

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM:

[REDACTED]  
Director, DDS&T Career Development Course

SUBJECT: DDS&amp;T Career Development Course No. 23

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1. This is to confirm planning for your participation in the CDC-23 program for 16 September at the [REDACTED]

[REDACTED] We will be meeting in the First Floor Conference Room, Administration Building.

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2. The principal objectives of the first week of the course are to provide students with a broad overview of the Science and Technology Directorate, to generate a cohesive and productive class spirit and to stimulate each participant's sense of inquiry. The opportunity for class members to hear and to interact personally with the S&T office directors is essential in helping to achieve these objectives.

3. Your presentation is scheduled for Thursday, 16 September, from 1600 to 1700 hours. The objective of this briefing is to outline the structure and mission and functions of your office but, more importantly, to discuss major issues and trends which you see influencing your office and the DDS&T. The class will visit each office later in the course for detailed briefings, but this will be its only opportunity to obtain the broad perspectives and personal insight which only you can provide.

4. If your schedule permits, I hope you will plan to join the class for dinner and cocktails following your presentation. The opportunity to meet and talk with you in this relaxed and informal atmosphere is highly beneficial to the students.

5. I look forward to seeing you on the 16th of September. In the meantime, if you have any questions or if we can be of any help to you, please contact me on extension [REDACTED]

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